

POSITION DESCRIPTION

JOB TITLE: LANDFILL SCALE CLERK LTE (Limited Term Employee)

Current Hours

Monday-Wednesday-Friday 8:00 am to 3:30 PM every other week

Saturday 8:00 am to Noon every week

DEPARTMENT: Public Works - Landfill Division

REPORT TO: Highway Division County Highway Supervisor and Public Works Director

GENERAL STATEMENT OF DUTIES:

Performs office functions associated with the landfill office such as collection of daily receipts, bookkeeping, and garbage compactor operation work.

DISTINGUISHING FEATURES OF THE JOB:

This position requires good computation and organizational skills, computer skills and extensive attention to detailed accuracy. Must be flexible enough to work under both office and field conditions in a given day.

ESSENTIAL FUNCTIONS:

This position is operation of the scale, weighing and inspecting incoming vehicles, calculating and recording each individual cash and charge transaction and reconcile daily the cash drawer. Also, this position will require operation of compactor units, and organizing recycling areas. Computer, phone and people skills required. May be required to help customers, inspect loads for recyclables, inform customers about recycling rules and run controls on compactor units.

QUALIFICATIONS:

Be able to work with computers.
Must be mature, dependable, responsible and good with figures.
Ability to follow oral and written instructions.
Physical condition necessary to perform the duties of the position.
Will assist in recycling operation.
Other duties as assigned.

TRAINING AND EXPERIENCE:

High School diploma.

PHYSICAL DEMANDS OF THE POSITION

Stand, walk, sit and stoop.
Kneel, crouch and crawl.

Balance, bend and twist.

Far and near vision without correction or corrected by the use of glasses or contact lenses.

Color vision, peripheral vision and day and night vision sufficient to meet established standards for the position.

Safe operations of motor vehicle under normal and adverse conditions.

Hearing or corrected hearing under normal and adverse circumstances sufficient to meet established standards for the position.

ENVIROMENTAL WORKING CONDITION:

Indoor and outdoor working environment.

Exposure to hot and cold temperatures.

Exposure to wet and/or humid conditions.

Periodic exposure to loud noises.

Must be able to endure dusty and dirty working conditions.

Must be able to concentrate on details in a fast paced retail atmosphere while attending bookkeeping and office task between customers.

EQUIPMENT USED

P.C., computerized scale, phone and adding machine, heavy multi-purpose equipment

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

February, 2014